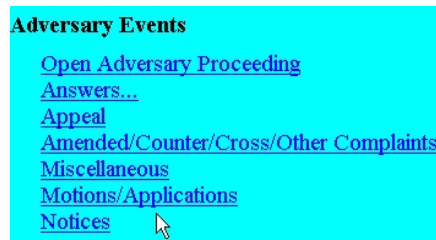
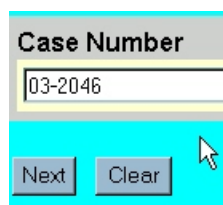


Motion to Compromise.

STEP 1 Select the appropriate **Bankruptcy or Adversary** hyperlink on the **Main Menu**, and then click on **Motions / Applications**.

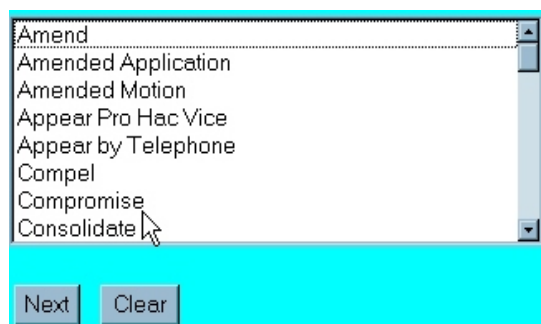


STEP 2 The **Case Number** entry screen displays.



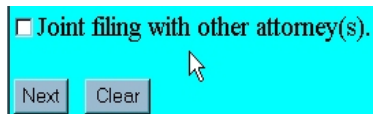
- ◆ **Case Number** - enter the case number in **YY-NNNNN** format (if filed in an Adversary Proceeding, this event spreads to the main case).
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen appears.



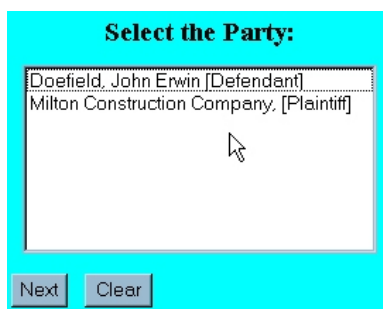
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Compromise**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



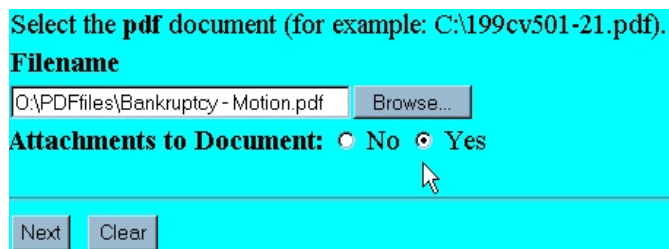
- ◆ Click in the **Joint filing with other attorney(s)** box if appropriate.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen appears.



- ◆ Click on the filing party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen appears.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Order

2) Select a document type and/or enter a description.

Type **Description**

Proposed Order

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

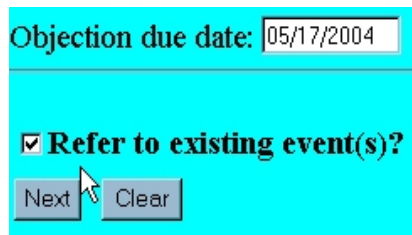
STEP 8 The **Notice of Motion and With Certificate of Service** screen displays.

Includes a Notice of Motion? y or n

With Certificate of Service? y or n:

- ◆ Type a lowercase '**y**' if a **Notice of Motion** is attached to your document or a lowercase '**n**' if there is no Notice.
- ◆ Type a lowercase '**y**' if a **Certificate of Service** is attached to your document or a lowercase '**n**' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 9 The **refer to existing event(s)** screen displays.



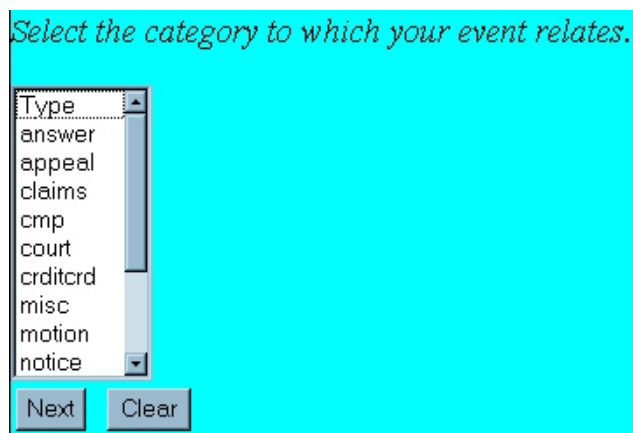
Objection due date: 05/17/2004

☒ **Refer to existing event(s)?**

Next Clear

- ◆ If your motion includes a Notice of Motion, the **Objection Due Date** displays.
- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

STEP 10 The **Select Category** screen displays.



Select the category to which your event relates.

Type

- answer
- appeal
- claims
- cmp
- court
- crditord
- misc
- motion
- notice

Next Clear

- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 11 The **Select the Appropriate Event** screen displays.

Select the appropriate event(s) to which your event relates:

☒ 10/16/2003 [1](#) Complaint by Milton Construction Company against John Erwin Doefield. 426 (Dischargeability 523). Fee Paid \$150 (Attachments: # (1) Summons) (atygjb,)

☐ 10/16/2003 [2](#) Answer filed by John Erwin Doefield to Complaint with Certificate of Service (atygjb,)

☐ 11/05/2003 Receipt of Filing Fee for Complaint(2:03-ap-02046) [cmp,cmp] (150.00). Receipt Number 1111B12061, Amount \$ 150.00. (U.S. Treasury)

Next Clear

- ◆ Click in the box to the left of the event to which the compromise refers.
- ◆ Click on the **Next** button.

STEP 12 The **Docket Text: Modify as Appropriate** screen appears.

Docket Text: Modify as Appropriate.

Motion by Plaintiff Milton Construction Company to Compromise [1] Complaint (03-2046) with Notice of Motion [] and with Certificate of Service Objections Due:5/17/2004 (Attachments: # (1) Proposed Order Compromising Adversary Proceeding) (Bailey, Attorney)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 13 The **Docket Text: Final Text** screen display. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Plaintiff Milton Construction Company to Compromise [1] Complaint (03-2046) with Notice of Motion and with Certificate of Service Objections Due:5/17/2004 (Attachments: # (1) Proposed Order Compromising Adversary Proceeding) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/26/2004 at 12:02 PM EDT and filed on 4/26/2004

Case Name: Milton Construction Company v. Doe field
Case Number: [2:03-ap-02046](#)
Document Number: [3](#)

Case Name: John Erwin Doe field
Case Number: [2:03-bk-20839](#)
Document Number: [23](#)

Docket Text:
 Motion by Plaintiff Milton Construction Company to Compromise [1] Complaint (03-2046) with Notice of Motion and with Certificate of Service Objections Due:5/17/2004 (Attachments: # (1) Proposed Order Compromising Adversary Proceeding) (Bailey, Attorney)

The following document(s) are associated with this transaction: